

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
August 26, 2024**

The Business Employment Skills Team, Inc. Board of Director’s Meeting was called to order at 6:30 p.m. by Co-Chair James Duffy. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Gary Camarano	X		Steven Malavolti		X
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris		X
Chris Flikkema		X	Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman		X	LaDon Trost		X

PROXY: Chris Flikkema to Keane Hudson, Kevin Lindeman to Kathy Enbom, Steven Malavolti to James Duffy, Kerwin Paris to Wayne Reising

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Jessica Green, Dianna Schuler

Approval of the Meetings Minutes

Jamey Sulser motioned to approve the June 24, 2024 Meetings Minutes. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Public Comments

None

Executive Director Report

Carrie reported that a Ribbon Cutting and Open House was held at the One Stop Center in Sterling. She also noted that a cross-training was held with all Partner Staff. The event, which was attended by 26 individuals from partnering agencies, provided an overview of all services

for each program. Carrie said that the cross-training was recorded so that it can be used for staff that may not have been able to attend or for new staff coming in to a respective agency.

Carrie referred members to the dashboard that was included with the meeting materials. She pointed out that although the Adult and Dislocated Workers expenditure rates reflected separate percentages, they are reported as a combined percentage to the state. Carrie informed members that the Dashboard reflects the full Program Year of costs and enrollments. Overall, she said, it was a pretty successful year and we are on target with youth contracts and enrollments.

Referring to the Business Services Unit report that was included on the Dashboard, Gary Camarano asked about unduplicated or unique numbers. Carrie said that she would need to follow-up with Dianna Schuler and get back with him. **Update: Carrie responded to members saying that on Page 15 of the meeting packet, the first column in Total Number of Initial Contacts year to year would be unduplicated business contacts for the Program Year ending June 30, 2024. The follow up number (second column) she said would be any additional contacts with that initial group during the Program Year ending June 30, 2024.**

Finance Director Report

Jessica informed members that she did not have any updated from her typed report that was included with the meeting materials. She did say that there were no findings during the DCEO Fiscal Monitoring. Jessica also informed members that the Audit will begin September 4, 2024. Wayne Reising motioned to approve the Fiscal Reports ending June 30, 2024. Motion was seconded by Gary Camarano. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Other Business

Carrie informed members that Kevin Lindeman will be stepping down from the BEST Board and NCI Works Board. She said that she would reach out to Michael McEmery regarding replacement.

Jim Duffy informed members that the next meeting will be October 28, 2024 at 6:30 p.m.

Adjournment

With there being no further business, Gary Camarano motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:56 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "Steven Malavolti". The signature is written in a cursive, flowing style.

Steven Malavolti
Board Secretary